



SPECIAL EVENTS PERMIT APPLICATION

APPLICATIONS MUST BE RECEIVED BY CITY BY AT LEAST 45 DAYS OF EVENT.

FEE: \$25.00 Please note this fee is non-refundable

APPLICANT INFORMATION										
Name										
Address										
Contact #					Fax #					
Email Address										
Organization Name										
501(c)3 (check yes or no)		<input type="checkbox"/> Yes <input type="checkbox"/> No								
Website Address										
EVENT INFORMATION										
Event Type										
Location										
Start Date					End Date					
Start Time					End Time					
Parade?	Bands			Marching Units			Floats			
	Start Location						Start Time (Inc. Street Hrs)			
	End Location						End Time (Inc. Street Hrs)			
	Detailed Route									
Will Event Be Advertised?				Details						
Fee To Attend?				Adults				Children		
Physical Setup	Toilets Provided?						# Toilets			
	Locations(s)									
	Music Provided?						# Loudspeakers			
	Location of Speakers									
	Pamphlets, Handbills, Advertising,									
		Describe								

EVENT INFORMATION (CONTINUED)					
Physical Setup	Tents (<i>additional permit needed</i>))		# Tents		
	Tent Location(s)				
	On-Site Medical?				
	Locations(s)				
	Describe				
	On-Site Security?				
	Describe				
	Crowd Control?				
	Describe				
	Insurance?				
	Describe				
	(If Event Requires Insurance, Proof of Insurance must be provided.)				
PARTICIPANTS & VENDORS					
Estimated # of Participants		Estimated # of Spectators		Estimated # of Vehicles	
Physical Setup	Vendors Participating?				
	Vendor Fee Schedule				
	Parking Locations				
	Merchandise For Sale?				
	Food/Beverage For Sale?				
	Describe				
	Alcoholic Beverages?				
	Who Receives the proceeds for Food / Beverage Sales				



SPECIAL EVENTS PERMIT APPLICATION CONTINUED

IMPORTANT!

A fee may be required for the use of City services and/or equipment. Events are not approved until permit issued to the applicant and all required fees are paid. The Applicant will be notified of fees prior to final approval of this application.

Please initial to confirm your understanding and agreement of the following:

_____ As part of this special events permit application, I am providing a description of how appropriate social distancing events will be implemented and enforced during this event.

_____ As the applicant, I understand and acknowledge that special event permits may be cancelled due to conditions regarding COVID-19.

_____ As the applicant, I hereby certify that the information I have provided on this application is complete and accurate to the best of my knowledge and belief. I agree to abide by the terms set forth in this application and the ordinances/codes of the City of Edgewood. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action(s).

Date: _____

Applicant Signature and Agreement: _____

Print Name: _____



SPECIAL EVENTS PERMIT APPLICATION CONTINUED

APPROVAL / DENIAL

Permit #:	
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	Edgewood Police Chief	Approved		Denied	
Date					
Comments					

	Edgewood City Clerk	Approved		Denied	
Date					
Comments					

Additional / Miscellaneous Comments:

Please submit your completed application to City Hall via email to:

sriffle@edgewood-fl.gov or bmeeks@edgewood-fl.gov , via facsimile at (407) 851-7361, or hand deliver to Edgewood City Hall located at 405 Bagshaw Way. For additional questions, please contact Edgewood City Hall at (407) 851-2920.

The event is not approved until permit is issued to the applicant and required fees are paid. We recommend that you do not proceed with advertising your event until you have received your permit approval. Submittal of application is not a guarantee of event approval. Thank you in advance and we look forward to working with you in coordinating your event.

Please note: A separate permit from Orange County is required if your event requires a tent. When applying for a Tent permit, you must first apply with the City of Edgewood for zoning approval.

Revised 5/5/2020